



POSITION TITLE: Hunger Free Communities Associate

DEPARTMENT: Alliance to End Hunger (Alliance)

REPORTS TO: Director of Coalitions and Advocacy

PRIMARY OBJECTIVES: To support the Hunger Free Communities (HFC) Network™ initiative—increasing the capacities and improving the effectiveness of community-based partners across the country to implement anti-hunger strategies.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Manage HFC Network membership by maintaining contacts, recruiting new partners and updating online information.
2. Identify technical assistance needs for HFC Network partners. Build capacities of groups by creating or curating resources on best practices for improving food security, improving community engagement and achieving racial equity.
3. Plan informational webinars, events and convenings to promote initiative capacity-building goals. Assist in planning annual conference.
4. Facilitate greater engagement and collaboration among and within the HFC Network by identifying opportunities for collaborations or mentorships.
5. Coordinate with Advocacy department to increase engagement in Alliance's legislative priorities.
6. Represent the Alliance to End Hunger at relevant meetings and educate the public about the HFC Network initiative.
7. Support Alliance's communications efforts related to the HFC Network initiative.
8. Complete administrative requirements such as data management, timesheets, and corporate credit card reports in an accurate and timely manner.
9. Performs other duties as assigned.

SECONDARY RESPONSIBILITIES/ACTIVITIES:

1. Attends weekly supervision, departmental and other internal meetings.
2. Assist other teams as needed. (Membership, Communications, Development).

SUPERVISION EXERCISED:

None.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's Degree in relevant fields such as nutrition, social services or public health preferred or the equivalent of two years' relevant work experience.
- A successful track record (at least two years) in relevant community-based anti-hunger experience.
- Detailed knowledge of U.S. food and nutrition programs affecting vulnerable communities.
- Demonstrated ability to create positive collaborative relationships within coalitions.
- Strong written and oral communication skills, using appropriate formats and media.
- Strong public speaking skills; experience leading workshops and/or discussions required. Experience in utilizing and managing online communications tools.
- Strong organizational skills and attention to detail.
- Experience working with diverse groups, including ability to reach across racial, ethnic, generational, socioeconomic, rural/urban and religious lines.
- Computer literacy in Microsoft Office, Internet searches, and constituent databases.
- A passion for ending hunger.
- Candidates must be authorized to legally work in the United States and be able to pass a background check.

CULTURAL EXPRESSIONS:

The Alliance is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. The Alliance is also committed to being an equal opportunity employer. The Alliance does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, in any of its activities or operations.

WORK ENVIRONMENT ISSUES:

Candidate should live in the Washington, DC metro area. Limited teleworking is available.

DISCLAIMER:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ABOUT THE ALLIANCE:

The Alliance to End Hunger engages diverse institutions to build the public and political will to end hunger in this generation. Our mission is to address today's hunger and malnutrition needs and to solve the root causes of hunger at home and abroad.

SALARY & BENEFITS

The salary range for the position is \$60,000 to \$70,000 per year.

We offer an excellent benefits package and a rewarding workplace. Staff wellness and quality of life are important to us. Full-time staff members have access to benefits such as:

- Medical, dental, and vision coverage, generous employer contribution
- Employer-paid life and disability insurance
- 401(k) profit-sharing plan, including access to a retirement/financial adviser
- Healthcare reimbursement account (HRA), Generous employer contributions
- Flexible spending accounts – medical and dependent care
- Paid time off and ability to carry vacation over to the following year
- Pre-tax transportation/SmartBenefits program
- Employee assistance program (EAP)
- Credit union option
- Business-casual dress as appropriate
- On-site gym at no cost to D.C.-based employees

SUBMIT AN APPLICATION

Please submit a cover letter and resume with the subject line "HFC Associate Application" to jobs@alliancetoendhunger.org.